

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 18, 1989

ALL-COUNTY LETTER NO. 89-76

TO: ALL COUNTY WELFARE DIRECTORS
HOLDERS OF STATISTICAL REPORTS HANDBOOK

SUBJECT: GREATER AVENUES FOR INDEPENDENCE PROGRAM QUARTERLY
CHARACTERISTIC REPORT (FORM GAIN 31)

REFERENCE: ALL-COUNTY LETTER 89-58

Enclosed is a camera-ready copy of the revised Greater Avenues for Independence (GAIN) Quarterly Characteristics Report, Form GAIN 31 (7/89) and instructions necessary to complete affected areas of the form. All counties are required to use the revised form beginning with the report quarter July 1, 1989 through September 30, 1989.

The reasons for revising the GAIN 31 were twofold. First, prior to the current revision, the ethnic origin categories listed on the GAIN 31 were inconsistent with other report forms. This inconsistency has been corrected on the revised GAIN 31. Secondly, in anticipation of federal reporting requirements, the GAIN 31 has been revised to capture data regarding registrants who are members of the Job Opportunities and Basic Skills (JOBS) Training Program targeted population. This is reflected on the GAIN 31 by a revision to Item 8 and the addition of Item 12 on the report form.

The revised report currently includes only the minimal amount of changes necessary to implement JOBS. Counties can anticipate ongoing changes to GAIN statistical report forms as California moves towards compliance with the final federal regulations of the JOBS Program pursuant to the Family Support Act of 1988.

Revisions to the following areas of the report should be noted.

- o Item 6 - "Ethnic Group"

The previously listed ethnic origin categories: "Indochinese," "Pacific Islanders" and "other Asian" have been combined into

one category. This category, "Asian or Pacific Islander," is to be used when reporting an individual who is a member of one of the three ethnic origins mentioned above.

The instructions for completing this item have not changed, but in order to help counties determine which category a registrant should be reported in, ethnic origin definitions are included in the enclosed instructions.

o Item 7 - "Highest Grade Completed"

The instructions for completing this item have changed. Please see the enclosed instructions.

o Item 8 - "Ever on AFDC"

This item, which formally captured data dependent on whether a registrant was "Ever on Own AFDC" case has been revised to collect data regarding whether a registrant was "Ever on AFDC." This change was needed as a result of collecting targeted population data. Registrants will be reported here according to time spent on AFDC. Note the timeframes listed on the revised form do not coincide exactly with the prior GAIN 31.

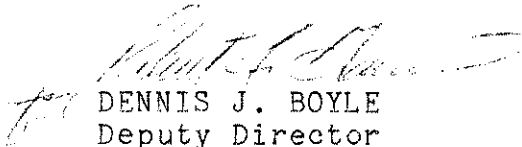
o Item 12 - "Targeted/Nontargeted"

This is a new item. The registrants reported in Item 1 will be reported here according to whether they are a member of the targeted population or nontargeted population. It is important to note that an individual will either belong to the targeted population or nontargeted population but not both.

The enclosed instructions provide a list of characteristics which are necessary for a registrant to be in the targeted population. Since characteristic information regarding GAIN registrants is captured on the GAIN Appraisal (GAIN 26) form, revisions have been made to the GAIN 26 so that it may be used by counties to determine which registrants are members of the targeted population. For counties who use self-appraisal forms, the provided list of characteristics will be of help in making any changes necessary to capture targeted population data.

The enclosed information is designed to provide instructions for completing those areas on the GAIN 31 which have been revised and to provide supplemental instructions for newly added items. Please update your current instructions with the provided information.

Statistical Services recognizes that some counties will have difficulty completing all sections of the revised GAIN 31 and we appreciate county efforts to revise reporting systems for the July 1, 1989 implementation date. Counties that anticipate difficulties in reporting complete and accurate data for the report quarter ending September 30, 1989 should contact Anthony Armenta of Statistical Services at (916) 323-4942 or ATSS 473-4942. Any program related questions should be directed to your GAIN and Employment Services County Operations Analyst at (916) 324-6962 or ATSS 454-6962.


DENNIS J. BOYLE
Deputy Director

Enclosures

cc: CWDA

GAIN QUARTERLY CHARACTERISTICS REPORT - FORM GAIN 31

ETHNIC ORIGIN DEFINITIONS/SUPPLEMENTAL INSTRUCTIONS

ETHNIC ORIGIN DEFINITIONS

White (Not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.

Black (Not of Hispanic origin) - All persons having origins in any of the black racial groups of Africa.

Asian or Pacific Islander - All persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea and Samoa. Although persons of Filipino descent would normally be included under this category, because of State requirement, Filipinos will be reported under the ethnic category, "Filipino."

American Indian or Alaskan Native - All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

Filipino - Persons whose ancestry or ethnic origin is of the Philippine Islands.

LINE 7 - HIGHEST GRADE COMPLETED

Item Instructions

Enter the highest grade completed by the registrant at the time of appraisal. Figures entered here are to be tabulated and reported separately for AFDC-FG/AFDC-U registrants. Note the sum of each column in Line 7 will equal the number of registrants reported in the associated column of Line 1.

Line 7 Highest Grade Completed

- a. Enter the number of registrants who have not completed high school. A registrant will be reported on this line if upon

completion of the GAIN 26, the box in Item 25b contains a 3.

- b. Enter the number of registrants whose highest level of education completed was high school or equivalent. A registrant will be reported on this line if upon completion of the GAIN 26, the box in Item 25b contains a 1 or a 2.
- c. Enter the number of registrants whose highest level of education completed was college/post-secondary. A registrant will be reported on this line if upon completion of the GAIN 26, the box in Item 25a contains any of the values 13 through 16.
- d. Enter the number of registrants whose highest level of education completed was an advance degree program. A registrant will be reported on this line if upon completion of the GAIN 26, the box in Item 25a contains a value greater than or equal to 17.

LINE 8 - EVER ON AFDC

Item Instructions

Enter the number of registrants on AFDC according to time spent on AFDC. Figures entered here are to be tabulated and reported separately for AFDC-FG/AFDC-U registrants. Note that the sum of each column in Line 8 will equal the number of registrants reported in the associated column of Line 1.

Line 8 Ever on AFDC

- a. Enter the number of registrants who have never been on AFDC.
- b. Enter the number of registrants who have been on AFDC for less than two years.
- c. Enter the number of registrants who have been on AFDC for two years or more.

TARGETED POPULATION DEFINITION

Targeted population means that group composed of each individual who:

- Group I - is currently receiving AFDC and has received AFDC for any 36 of the preceding 60 months.

Group II - is applying for AFDC and has received AFDC for any 36 of the 60 months immediately preceding the month of application.

Group III - is a custodial parent under the age of 24 who:

(i) Has not completed high school or equivalent education and is not enrolled at time of AFDC application.

Or

(ii) had little or no work experience in the preceding year.

Group IV - is a member of a family in which the youngest child is within two years of being ineligible for AFDC because of age.

If a registrant possesses one or more of the above target group characteristics, he/she is a member of the targeted population.

The above information has been incorporated into the GAIN 26 and is used in the following manner to determine whether or not a registrant belongs to a target group.

Group I - A registrant belongs to this target group if upon completion of the GAIN 26 Item 10, box 02 and Item 19, box 04 have been checked.

Group II - A registrant belongs to this target group if upon completion of the GAIN 26 Item 10, box 01 and Item 19, box 04 have been checked.

Group III - A registrant belongs to this target group if upon completion of the GAIN 26 Item 24, box c.01 ("IF NO TO EITHER a OR b, 01") has been checked.

Group IV - A registrant belongs to this target group if upon completion of the GAIN 26 Item 15, box e has been checked.

It is important to note that although a registrant may belong to more than one target group, he/she is counted only once in the targeted population figure reported on the GAIN 31.

LINE 12 - TARGETED/NONTARGETED

Item Instructions

Targeted/Nontargeted population figures are to be tabulated and reported separately for AFDC-FG/AFDC-U registrants. Also, for each column in Line 12, the sum of the targeted/nontargeted registrants will equal the number of registrants reported in the associated column of Line 1.

Line 12 Targeted/Nontargeted

- a. Enter the number of registrants who are members of the targeted population.
- b. Enter the number of registrants who are not members of the targeted population.

SEND ONE COPY TO: Department of Social Services
Statistical Services
744 P Street, Mail Station 19-81
Sacramento, CA 95814

GAIN QUARTERLY CHARACTERISTICS REPORT

01 COUNTY

NUMBER

02 QUARTER ENDING

MO

YR

		AFDC-FG	AFDC-U
1. Total Registrants This Quarter (include new registrants and reregistrants)	03		04
2. Applicants/Recipients:			
a. Applicants	05		06
b. Recipients	07		08
3. Mandatory/Voluntary:			
a. Mandatory	09		10
b. Voluntary	11		12
4. Age:			
a. Under 20	13		14
b. 20-24	15		16
c. 25-29	17		18
d. 30-34	19		20
e. 35-39	21		22
f. 40-44	23		24
g. 45-49	25		26
h. 50-54	27		28
i. 55 or older	29		30
5. Sex:			
a. Male	31		32
b. Female	33		34
6. Ethnic Group:			
a. White, Non-Hispanic	35		36
b. Hispanic	37		38
c. Black, Non-Hispanic	39		40
d. Asian or Pacific Islander	41		42
e. American Indian/Alaskan Native	43		44
f. Filipino	45		46